

Q & A Technical - SB 1363 All Agencies

6/2/06

Q: Futures- Is that a problem?

A: New edits for FY2007 (SB 1363 and HB 844) will cause any future personnel actions to error. The implementation of the new edits is set for June 23, 2006. Therefore, future personnel actions cannot be entered on IPOPS prior to June 26, 2006.

Q: TFB's & PCN's – Futures?

A: TFB's and PCN changes should be fine.

Reminder: PCN changes effective by 07/02/2006 and in the future will not be on wage and salary.

Q: FLSA-N: When do I need to change an employee with a FLSA of 'N – Noncovered' to an 'E – Executive' FLSA?

A: If the employee should have been an FLSA of E prior to SB1363 the change should be made immediately. If the employee is changing to FLSA of E because of SB 1363 the effective date should be 6/18/06.

Q: If the FLSA is currently miscoded- When can I change it and what effective date should I use?

A: The current effective date. The change should be changed as soon as possible.

Q: Will the FLSA 'E' employees still be set up in I-Time?

A: Yes, they will still be set up in I-TIME.

Q: Mark No Time- Where will it be and does the employee still need to sign timesheet?

A: It will be available for the CPO, Approver and TET. Employee does not sign time sheet. With the implementation of SB 1363 on June 23rd, the 'Mark No Time' switch will also be on the employee profile. The CPO can update this indicator, the employee will not fill out a time sheet, and they will not show on the reports as missing.

Q: Will this Mark No Time be automatic? Meaning, does SCO change or does the agency change?

A: SCO will change all full time FLSA E employees to "no time sheet required" on the system. This will allow the agency to only turn in time if there is exception time for that payroll. The agency will have the ability to change the Mark No Time on the time sheet every pay period.

Q: We put comments of how many hours they worked. Can they still do this?

A: Comments can still be used on time sheets, but will not be archived if no employee is marked for no time.

Q: Does the full time sheet need to be coded if leave taken?

A: Yes

Q: If leave taken in conjunction with a Holiday, does the time sheet need to be coded?

A: If any leave is taken a time sheet needs to be coded.

Q: Cost Distribution - Can they still use default?

A: Time sheets without the cost distribution coded will default to the default distribution on the position control file.

Q: How does the half day leave work? (UPDATED 6/23/2006)

A: ***This is the new updated answer.*** FLSA E employees should only record leave if it is greater than ½ day. 1. What if an employee works 3 hours and takes 5 hours of leave (normal work day is 8 hours)? Employee should code 3 hours of ACT and 5 hours of leave for that day.

2. What if an employee works 6 hours and takes 2 hours of leave (normal work day is 8 hours)? Employee is eligible for a full day of ACT.

Original Answer that is no longer valid = FLSA E employees can only take time in increments of ½ day. If the employee usually works 8 hours a day and is sick for 6 hours on Friday they would code 8 SIC (sick) on Friday, if the employee was sick for 2 hours on Friday they would code 8 ACT (actual) on Friday.

Q: Can an Executive employee still code a time sheet if they want to?

A: Yes

Q: Holiday week- Work on Holiday- Sick on Friday...What should be coded? HOE, SICK, etc.?

A: Sick leave should be taken on Friday if the employee is sick. If the employee worked a holiday then wanted Friday off they could use HOE on Friday.

Q: 50 hours in first 3 days. Should the rest be coded?

A: Only 40 hours should be coded per week.

Q: If work on HOL, what would they code? Don't they get overtime?

A: FLSA E (executive) is no longer eligible for overtime. They should code ACT on the holiday then code HOE on their chosen day off.

Q: We won't need to approve time sheet correct?

A: Time sheet will still need to be approved unless it is marked for “No Time”.

Q: For any new-hire what leave codes do we use?

A: The leave code associated with the FLSA. Please refer to the DSP memo dated 5/31/06.

Q: What action is required to go over the max accrual?

A: Requires Board of Examiners approval

Q: Need clarification on the L.V. code accruals

A: AA, BA, CA and DA if the employee is covered.(FLSA C and L) AG, BG, CG, and DG if the employee is FLSA E; AP, BP, CP and DP if FLSA is P, A or I.

Q: MW change reason stands for what?

A: Miscellaneous Update.

Q: Can you do 5.5% for shift?

A: Only whole numbers on shift.

Q: SFO- Used on IPOPS (lump sum amount)

SFT- Used on I-Time

A: Yes

Q: Our agency wants to code a retention bonus of \$100 each month, do I have to code it every month?

A: Yes.

Q: Is SCO going to automatically update new grades for the agencies or do the agencies have to update every employee?

A: DHR and SCO will be working in conjunction with each other to change the schedule grade for employees currently using classified class codes.

Q: If an employee is already in the '0' schedule, will they change?

A: No, they will not

Q: I have 10 employees below the minimum and want to bring them up to the new minimum. I did a CI change reason in IPOPS- Can I do this and what effective date do I use?

A: Since the pay grades did not change, the agency should be using a CC change reason. The effective date to start the new fiscal year is 06/18/2006.

Q: New pay grades not in drop-down so I used the old pay grade. Is this correct?

A: Yes. Until the new pay grades are available on June 26th the agency will use the old pay grades. Reminder: Agencies should not process future documents until June 26, 2006.

Q: Is doing merit increases before 6/18/06 effective date o.k.? What about probationary employee's? No performance evaluation on file. What should I do?

A: Merit increases prior to the 06/18/2006 effective date are fine. For probationary employees, you will need to submit a mid probation evaluation to allow the CC to process.